

How to Pack Materials for Return to District Coordinator

Return Scorable Materials to District Coordinator

Scorable materials include used, voided, and unused answer documents.

You have been provided three different types of identification sheets for your scorable materials: the Class Identification (ID) Sheet, the Campus and Group ID Sheet, and the Voided Answer Document ID Sheet. All scorable materials must be returned beneath the appropriate ID sheets. Every answer document with any score code marked must be returned with the scorable materials for scoring. All answer documents will be scored and results will be provided for every answer document submitted.

Campuses will have received white boxes inside their original shipment to use for return of all scorable materials. These boxes have a preaffixed return shipping label on them. Seal the bottom of the box(es) and pack according to the directions below. There are two sizes of white scorable return boxes: a two-inch box and a seven-inch box. Based on your physical return volume, pack material in the smallest box size possible. Use more than one if necessary.

☐ Prepare Scorable Materials for Return

- Separate the scorable materials from your nonscorable materials. Keep STAAR materials separate from STAAR Alternate 2 and TELPAS materials.
- Each column on the Calendar of Events represents a separate test administration. Each test administration must be boxed separately, even in smaller districts.

☐ Separate and Pack Voided Scorable Materials

- Separate your voided scorable materials from those to be scored. (All voided materials should be marked "VOID" in large, bold letters across the front; any barcoded region of the document should be avoided during marking.)
- Unused precoded answer documents (student moved, tested in a different mode, etc.) should be voided and returned with the scorable materials.
- You do not need to arrange the voided materials in any particular order. Ensure they are all facing the same direction.
- Fill out one Voided Answer Document ID Sheet for voided STAAR answer documents, following the directions on the front of the sheet.
- Place a completed Voided Answer Document ID Sheet on the top of each stack of voided materials. Secure the stack(s) with a gummed paper band. You may tape the gummed paper band to ensure that it fits snugly around the stack.

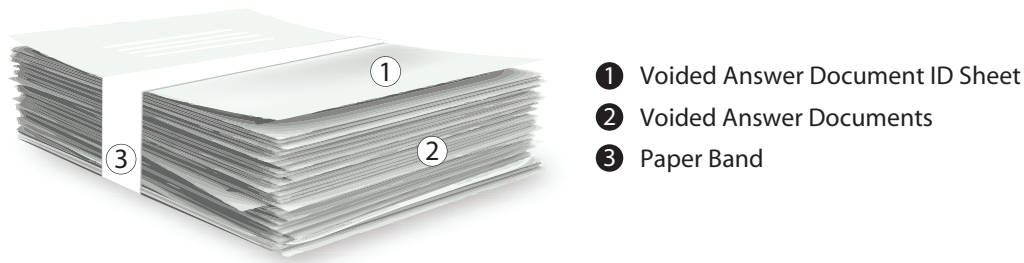


Calendar of
Events

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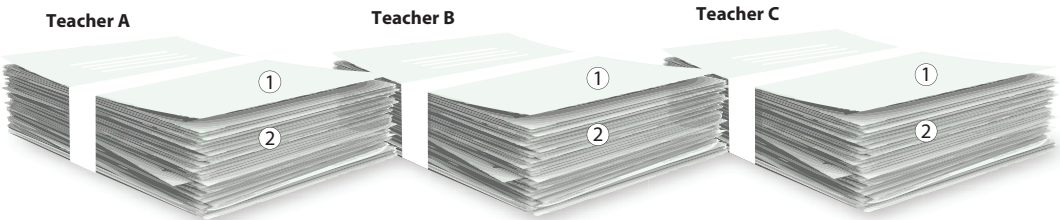
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately—for instance, “1 of 2” and “2 of 2.”
- If returning several stacks of voided materials, a completed Voided Answer Document ID sheet need only be on top of the first stack.
- Place your stack(s) of voided scorable materials at the bottom of your campus box(es) used for return of scorable materials.

Voided Answer Documents



Group Answer Documents and Prepare Class ID Sheets

- The Class ID Sheet is used to sort and count answer documents for reporting purposes. Reports for students within each grade are organized according to the campus official whose name is entered on the accompanying Class ID Sheet(s). You must use a Class ID Sheet to designate one or more “classes” (for reporting purposes) within each grade.
- Gather all STAAR answer documents from students in a particular grade.
- Determine how you want your test results for this particular grade to be organized. You may organize your sets by test administrator, campus principal, homeroom teacher, counselor, etc. Group the answer documents accordingly. Fill out the Class ID for each “class,” following the instructions on the back of the sheets. Place the completed Class ID Sheet on top of the appropriate set of answer documents.
- The illustrations below show sets of grade 5 answer documents, organized by test administrator.



Materials By Class

- 1 Class Identification Sheet
- 2 Answer Documents

NOTES

- 1 All answer documents beneath a Class ID Sheet must have the same grade level or course name marked on the sheet.
- 2 The exact number of scorable answer documents submitted under a Class ID Sheet must match the number of answer documents beneath the Class ID Sheet.

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Group Answer Documents and Prepare Campus and Group ID Sheets

- For STAAR and STAAR Spanish, assemble each “class” into a single stack by grade. (Using the preceding example, bring together all of your grade 5 answer documents.)

2016 CAMPUS AND GROUP IDENTIFICATION SHEET

Campus and Group Identification Sheets must be submitted for each test administration. Complete a separate Campus and Group Identification Sheet for each group (grade or course) tested on each campus. **Reports and labels will be generated for all documents placed under this identification sheet. Do not include voided answer documents under this identification sheet.**

Computer-printed Campus and Group Identification Sheets have been provided. If the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed, you may proceed directly to entry 5. If not, you must use a blank (that is, not computer-printed) Campus and Group Identification Sheet and begin at entry 1.

1. CAMPUS NAME: Example Elementary School

2. DISTRICT NAME: Example ISD

3. COUNTY-DISTRICT NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

4. CAMPUS NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

5. NUMBER OF ANSWER DOCUMENTS SUBMITTED

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

6. IDENTITY GROUP

STAAR ENGLISH and STAAR SPANISH

Grade 3	<input type="radio"/>
Grade 4	<input type="radio"/>
Grade 5	<input type="radio"/>
Grade 6	<input type="radio"/>
Grade 7	<input type="radio"/>
Grade 8	<input checked="" type="radio"/>

STAAR END-OF-COURSE

Algebra I	<input type="radio"/>
Algebra II	<input type="radio"/>
English I	<input type="radio"/>
English II	<input type="radio"/>
English III	<input type="radio"/>
Biology	<input type="radio"/>
U.S. History	<input type="radio"/>

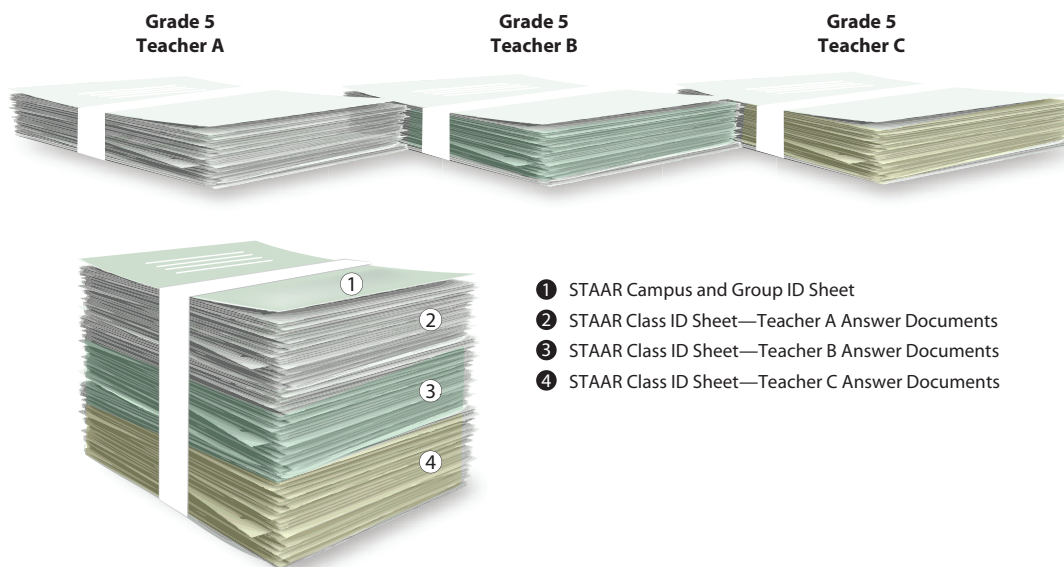
Warning: Failure to provide an exact count in entry 5 will cause a delay in processing your district's results.

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- All answer documents in the group must match the grade level or course name as marked on the Campus and Group ID Sheet.
- The exact number of scorable answer documents submitted under a Campus and Group ID Sheet must be gridded correctly on that sheet. The number entered on the ID Sheet must match the total of the numbers on the ID Sheets for that group. For example, if you have three Class Identification Sheets for your grade 5 group—one with 24 answer documents, one with 16, and one with 17—the number you will enter on the Campus and Group Identification Sheet will be 57.

- Secure the stack (with a Campus and Group ID on top) with a gummed paper band. You may tape the gummed paper band to ensure that it fits snugly around the stack.
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately—for instance, “1 of 2” and “2 of 2.” A completed Campus and Group ID sheet need only be on top of the first stack. Remember to mark each band with the campus name and grade level.

STAAR Class ID Sheets



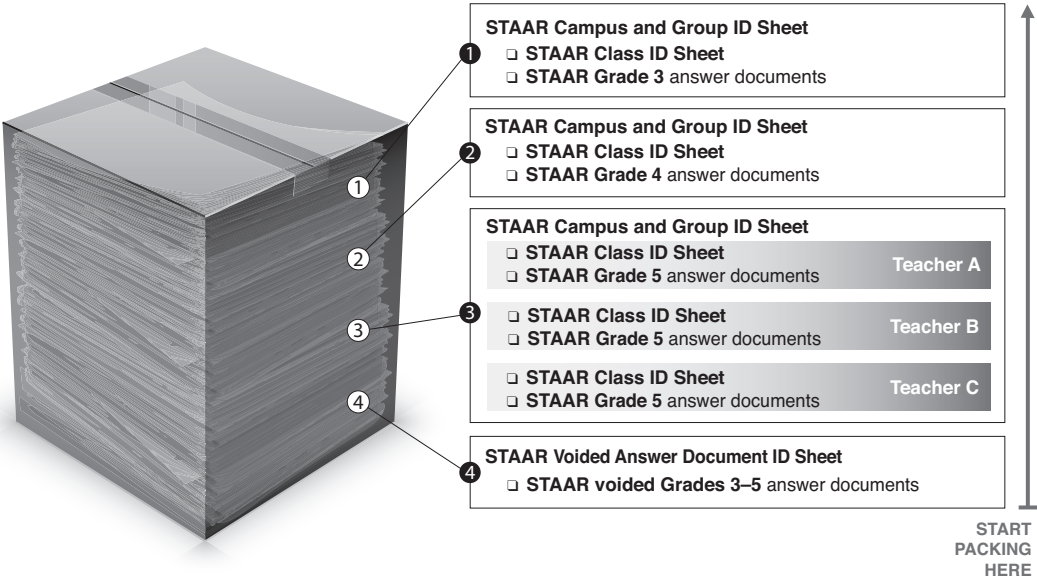
- 1 STAAR Campus and Group ID Sheet
- 2 STAAR Class ID Sheet—Teacher A Answer Documents
- 3 STAAR Class ID Sheet—Teacher B Answer Documents
- 4 STAAR Class ID Sheet—Teacher C Answer Documents

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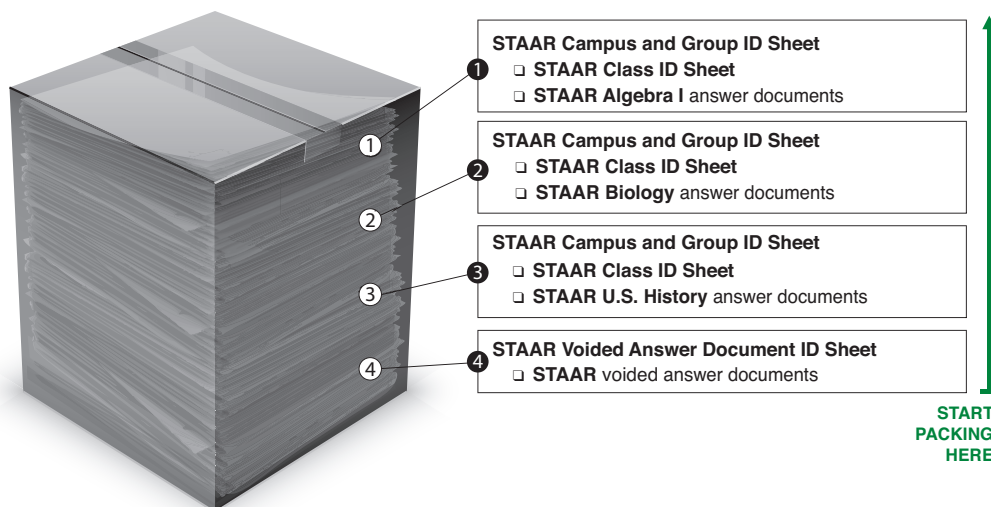
Repeat Steps for All Groups; Pack Answer Documents by Group

- Put the stacks into the boxes, with the highest grade level going in first (on top of the voided documents) and the lowest grade level going in last (uppermost in the box or boxes).

Sample Packing Order for an
Elementary School's STAAR Scorable Materials



Sample Packing Order for a High School's STAAR Scorable Materials



❑ Prepare for Return of Scorable Materials to the District Coordinator

- Prepare white scorable materials return boxes.
 - Campuses will receive white boxes with green striped return shipping labels pre-applied.
 - Seal the bottom of the box(es) with a double layer of tape.
 - Pack scorable materials in boxes, leaving the top of the box unsealed.
- Prepare pre-applied labels for return of scorable materials by completing the following:
 - Step 1: In the space on the labels, number each box of scorable materials to be returned from your campus in sequence (e.g., 1 of 3, 2 of 3, 3 of 3);
 - Step 2: Write Campus Name;
 - Step 3: Write Campus ID Number.
- SCORABLE shipping labels are specific to each administration. Do not use a box from another campus to return your scorable materials.
- Scorable labels are green in color for both parcel and freight returns.
 - **NOTE:** This count is campus specific. Do not count nonscorable boxes.

❑ Return Scorable Materials to District Coordinator

- Follow directions from the district coordinator to return scorable materials to the district office by the dates listed on the Calendar of Events.



Calendar of
Events

Return Nonscorable Materials to District Coordinator

☐ Return Nonscorable Materials

- Keep all nonscorable materials in locked storage until they are returned.
- Return nonscorable materials in the boxes in which they arrived according to district directions and by the date on the Calendar of Events.
- The following nonscorable materials need to be returned to the district coordinator:
 - test booklets grouped by grade for grades 3–8
 - test booklets grouped by course for EOC assessments
 - braille and large-print materials (if applicable)
 - unused ID sheets
 - unused answer documents
 - photocopies of secure test materials (e.g., from a Type 2 accommodation)
- The following nonscorable materials do not need to be returned:
 - unused paper bands
 - shipping notices or assembly identification sheets (save as appropriate)
 - scratch paper, graph paper, or reference materials that students wrote on, as well as any recordings (must be destroyed after testing)
 - seating charts (required to be saved locally for five years)
 - handwritten or typed student responses that have been transcribed onto answer documents (must be destroyed after testing)

Copies of test administrator manuals should be retained and stored for use during other administrations throughout the calendar year. Only a limited number of additional manuals may be ordered for subsequent administrations. Other nonscorable materials not to be returned may be recycled.